



# MAYOR AND COUNCIL AGENDA

NO.

DEPT.: Public Works

DATE: November 3, 2003

**ACTION:** AWARD OF RFP #50-03  
**TO:** Various Firms  
**AMOUNT:** Not to exceed \$500,000 per year  
**FOR:** Engineering and Architectural Services on an as-needed basis

## ACTION STATUS:

**FOR THE MEETING OF:** 10/27/03

INTRODUCED  
PUB. HEARING  
INSTRUCTIONS  
APPROVED  
EFFECTIVE

**ROCKVILLE CITY CODE,**  
CHAPTER  
SECTION

☒ CONSENT AGENDA

**RECOMMENDATION:** Staff recommends that the Mayor and Council award RFP#50-03, a requirements contract, not to exceed \$500,000 for various engineering and architectural services on an as-needed basis for the period through June 30, 2004 with the option to extend for 3 additional 1-year periods subject to funding. Price agreements will be issued to the top ranked consulting firms in each category.

**IMPACT:** ☐ Environmental ☒ Fiscal ☐ Neighborhood ☐ Other:

Funds are available in various Public Works and Recreation and Parks budgets as follows:

210-850-9A34-0425; 420-850-4C01-0424; 420-850-4B71; 330-850-1C59-0425; 420-850-8A41-0425; 420-850-1A10-0425; 210-850-4A40-0425; 420-900-4B61-0425 and 420-900-0A61-0425.

## BACKGROUND:

In response to RFP #50-03, the City received proposals on the following groups: Group 1 – Architectural, Group 2 – Mechanical, Electrical, Plumbing Engineering, Group 3 – Civil Engineering, Group 4 – Environmental Engineering, Group 5 – Construction Support Services, Group 6 – Geotechnical Engineering and Soil Scientists Services, Group 7 – Traffic Engineering Services, Group 8 – Landscape Architect, Group 9 – Surveying Services, Group 10 – Water Distribution System Analysis, Group 11 – Sewer System Analysis, Group 12 – Structural Engineering Services, Group 13 – Environmental Restoration Services and Group 14 – Noise Control Engineering

**RFP Distribution:** Eighty (80) firms including 27 Rockville firms. The bid was also posted on the City's web site. A total of 122 responses were received. The number of responses for each group are provided below with the list of top rated firms.

**Notes on RFP:** Evaluation committees were formed to evaluate the proposals received for each Group. Committee members included: John Arrieta, Civil Engineer II-Transportation; Edwin Woo, Civil Engineer II-Environment; Emad Elshafei, Civil Engineer II-Transportation; Pamela Rowe,

Environmental Specialist; Mark Wessel, Civil Engineer III; John Scabis, Civil Engineer II-Environment; Mike Wilhelm, Chief, Contract Management Division; John Hollida, Civil Engineer II-Environment; Kyle Hanley, Engineering Tech IV; Lise Soukup, Civil Engineer II-Environment; Steve Mader, Superintendent of Parks & Facilities; Lew Dronenburg, Civic Center Superintendent; Jerry Daus, Parks & Facilities Development Manager; Mike Critzer, Parks Services Manager; Mark Kibioloski, Parks Management Assistant.

The committees evaluated and ranked the proposals based on the following criteria:

- Management skills and technical expertise 20%
- Cost of services 30%
- Local work experience, familiarity with local regulations 25%
- Experience of key personnel and references 25%

Three top ranked firms were selected for each group with the exception of Group 3. A fourth firm was included in that group because of the anticipated high demand for civil engineering services which may exceed the capacity at times of three firms. The top rated firms for each group are as follows:

Group 1 – Architectural (10 Responses)

1. Wheeler Goodman Masek, Annapolis, MD 21401
2. Proffitt & Pryor, Frederick, MD 21701
3. Group Goetz Architects, Washington DC 20036

Group 2 – Mechanical, Electrical, Plumbing Engineering (9 Responses)

1. Greeman Pedersen, Inc, Rockville, MD 20852
2. Johnson, Mirmiran & Thompson, Sparks, MD 21152
3. Gipe Associates, Inc., Baltimore, MD 21286

Group 3 – Civil Engineering (17 Responses)

1. Charles P. Johnson, Silver Spring MD 20903
2. KCI Technologies, Inc., Hunt Valley MD 21030
3. RJM Engineering, Inc., Columbia MD 21045
4. Apex Environment, Rockville, MD 20855

Group 4 – Environmental Engineering (10 Responses)

1. Engineering Consulting Services, Frederick MD 21704
2. KCI Technologies, Inc., Hunt Valley MD 21030
3. Tidewater Inc, Columbia MD 21045

Group 5 – Construction Support Services (8 Responses)

1. Wallace Montgomery Assoc, Towson MD 21204
2. KCI Technologies, Inc., Hunt Valley MD 21204
3. A Morton Thomas, Rockville MD 20852

Group 6 – Geotechnical Engineering and Soil Scientists Services (4 Responses)

1. Engineering Consulting Services, Frederick MD 21704
2. Schnabel Engineering, Gaithersburg MD 20878
3. KCI Technologies, Inc., Hunt Valley MD 21204

Group 7 – Traffic Engineering Services (12 Response)

1. BMI-SG, Silver Spring MD 20910
2. Sabra Wang Assoc, Inc. Baltimore MD 21227
3. Brudis & Associates, Inc., Columbia MD 21045

Group 8 – Landscape Architect (6 Responses)

1. Slater Associates, Inc. Columbia MD 21044
2. Johnson Mirmiran & Thompson, Sparks MD 21152
3. Apex Environmental, Rockville, MD 20855

Group 9 – Surveying Services (8 Responses)

1. Charles P Johnson & Associates, Silver Spring, MD 20903
2. Maddox Engineers & Surveyors, Rockville MD 20850
3. Johnson Mirmiran & Thompson, Sparks MD 21152

Group 10 – Water Distribution System Analysis (6 Response)

1. Chester Engineers, Gaithersburg MD 20879
2. KCI Technologies, Hunt Valley, MD 21030
3. Severn Trent Services, Towson MD 21204

Group 11 – Sewer System Analysis (8 Responses)

1. KCI Technologies, Hunt Valley MD 21030
2. URS, Baltimore MD 21201
3. Wallace Montgomery Assoc, Towson MD 21204

Group 12 – Structural Engineering Services (13 Responses)

1. RJM Engineering, Inc., Columbia MD 21045
2. STV Incorporated, Baltimore MD 21244
3. Johnson Mirmiran & Thompson, Sparks MD 21152

Group 13 – Environmental Restoration Services (7 Responses)

1. Biohabitats, Inc., Timonium MD 21093
2. Johnson Mirmiran & Thompson, Sparks MD 21152
3. URS Corporation, Gaithersburg MD 20878

#### Group 14 – Noise Control Engineering (4 Responses)

1. Rummel Klepper & Kahl, Baltimore MD 21217
2. Wallace Montgomery Assoc, Towson MD 21204
3. Staiano Engineering, Inc, Rockville, MD 20850

#### **Project Description:**

The Public Works Department and Recreation and Parks Department both have ongoing requirements in the fourteen groups listed above. Both Departments intend to use this contract as a vehicle to shorten the time it takes to begin design on CIP projects, as well as to shorten response time on smaller projects that are typically initiated by citizen requests. Additionally, the services will be used to support development plan review in specialty areas such as geotechnical engineering, landscape architecture, or water distribution engineering analysis. Some specific DPW CIP projects that may be pursued include the following: Adclare Road Water Main; Noise Studies; Pedestrian Safety/Traffic Improvements; Rockcrest Stream Improvements; Storm Sewer Upgrades; Transportation Improvements; and Water Plant Sludge System Upgrade. Some specific R&P CIP projects that may be pursued include the following: the Civic Center Master Plan and the Nature Center Basement Finishing.

Most jurisdictions use “requirements contracts” to facilitate the procurement process. All of the consultant firms have been screened and reviewed to ensure they possess the technical abilities to provide the desired services for Rockville. As individual projects are initiated, city staff will prepare a work scope document and submit it to all of the consultant firms within a specialized group. Each consultant will review the scope and prepare a cost proposal. The award is then based on the cost of services.

In the past, staff has invested a significant amount of time, on a project-by-project basis, to evaluate consulting engineering firms to design specific CIP projects. Because staff has evaluated the consultants through this one-time, comprehensive approach, the future demand on staff time will be substantially reduced.

#### **PREPARED BY:**

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John Scabis, Civil Engineer II

#### **CONCUR:**

\_\_\_\_\_  
Eileen Morris, Contract Officer

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Date

#### **APPROVE:**

\_\_\_\_\_  
Susan T. Straus, Chief Engineer-Environment

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Date

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Eugene H. Cranor, Director of Public Works

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Date

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W. Mark Pentz, City Manager

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Date

**LIST OF ATTACHMENTS:** None